



## Health and Safety Duty Holders for early childhood education (ECE) Centres

The table below will help you to identify which positions at your early childhood education (ECE) centre will have duties under the Health and Safety at Work Act 2015 (the Act).

Please note that the information provided is indicative only, because the organisational structures of ECE centres can vary. You will need to determine what is correct for your specific centre.

In the accompanying table titled 'Health and Safety in Early Childhood Education', next to each health and safety duty holder you can write in the relevant position(s) at your centre in the 'ECE Position(s)' column, and read about their responsibilities under the Act.

Duty Holder	Possible ECE Centre Positions
<b>Person Conducting a Business or Undertaking (PCBU)</b>	Service Provider Owner of the centre
<b>Officer</b>	Director Partner CEO Board member Centre manager if they are on the governance board or exercise significant influence over the management of the service
<b>Worker</b>	Head teacher Person responsible Supervisor Teacher Teacher aide Reliever Contractor Administrator Kitchen staff Support personnel

**You can find more information about the Health and Safety at Work Act at:**

**Ministry for Business, Innovation and Employment:** <http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform>

**WorkSafe New Zealand:** <http://www.business.govt.nz/worksafe/about/reform>

**For an education perspective, including factsheets and guidance:**

**Visit** <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

**Email your questions to:** [healthandsafety.info@education.govt.nz](mailto:healthandsafety.info@education.govt.nz)

